
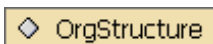






FMLA Report

Use this report to determine the FMLA hours used.

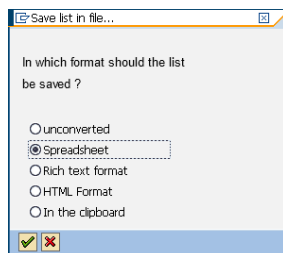
1. From the main screen, type transaction code: **ZTM_FMLA_REPORT**.
2. Click the **Enter** button  or press **Enter** to continue.
3. *Reporting Period* – Choose a period from the list.
4. There are a couple of ways to search using this report:
 - Click  to select an **Organizational Unit**. AND/OR
 - Enter selection criteria, for example Personnel Number.

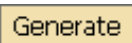

NOTE: Click the **Multiple Selection** button  to enter more than one PerNr.

5. Click the **Execute** button  or press **F8** to execute.
6. The report displays.

Export to Excel

- From the menu bar choose:
List → Export → Local File



- Choose **Spreadsheet**.
 - Choose the file location and type the file name.
 - Click .
7. Click the **Back** button  or press **F3** to return to exit the report.

Name	ID	Code	Valid from	Valid to
Organizational structure				
Kentucky Human Resources Information	10000001	00	01/01/1900	Unlimited
Kentucky Benefits Only	10009000	99990	01/01/1900	Unlimited
Commonwealth of Kentucky	10100002	01	01/01/1900	Unlimited
Legislative Branch	10100003	09	01/01/1900	Unlimited
Judicial Branch	10100004	19	01/01/1900	Unlimited
Executive Branch	10100005	29	01/01/1900	Unlimited
General Government Cabinet	10101118	31	01/01/1900	Unlimited
Transportation Cabinet	10101918	35	01/01/1900	Unlimited
Economic Development Cabinet	10102474	36	01/01/1900	Unlimited
Finance and Administration	10102499	39	01/01/1900	Unlimited
Tourism, Arts and Heritage	10102953	50	01/01/1900	Unlimited
Education and Workforce	10104223	51	01/01/1900	Unlimited
Cabinet for Health and Family	10104572	53	01/01/1900	Unlimited
Justice & Public Safety Cabinet	10105330	54	01/01/1900	Unlimited
Office of the Secretary	10105331	54500	01/01/1900	Unlimited
Department for Public Accounts	10105348	54515	01/01/1900	Unlimited
Kentucky State Police	10105408	54520	01/01/1900	Unlimited
Department of Juvenile Justice	10105481	54523	01/01/1900	Unlimited
Dept of Criminal Justice	10105569	54525	01/01/1900	Unlimited
Department of Corrections	10105610	54527	01/01/1900	Unlimited
Kentucky State Corrections	10105611	54527	01/01/1900	Unlimited

ORG	NAME	PER NO	BEGIN	END	ST	LVE TYPE	CERT	REASON	HRS REMAIN	WKS REMAIN	REQUEST
10105699	Little, Elizabeth D	161894	12/15/2011	12/31/2011	P	C		CHILD	450.00	12.0000	12/14/2011
10105692	Corn, Sue	165894	11/01/2011	12/31/2011	P	I	X	SICK	450.00	12.0000	10/28/2011
10200044	John, Stephan	166894	10/25/2011	12/31/2011	P	C	X	SICK	450.00	12.0000	10/20/2011
10105792	Fern, Jennifer	166894	09/07/2011	12/14/2011	P	C		CHILD	24.00	0.6000	09/15/2011
10105770	Heton, Shanna	167894	08/24/2011	12/31/2011	P	C		SICK	480.00	12.0000	12/07/2011
10105723	Lang, Dan	173894	05/19/2011	08/11/2011	P	I		SICK	480.00	12.0000	07/26/2011
10105781	Tigun, Bart	188894	08/05/2011	12/31/2011	A	C	X	SICK	160.00	4.0000	10/12/2011
10105758	Tram, Stephen	192894	03/16/2011	12/31/2011	A	C	X	SICK	480.00	12.0000	03/16/2011
10105694	Hern, Matt	196894	11/22/2011	12/31/2011	P	C	X	FMCAR	452.63	11.3157	11/23/2011
10105694	Smith, Bett	216894	08/16/2011	12/31/2011	P	C		SICK	144.00	3.6000	10/27/2011